



Fiscal Year 2021 National Training and Technical Assistance Partners Non-Competing Continuation Progress Report: Sample Project Work Plan

Project Work Plan Overview

The fiscal year (FY) 2021 National Training and Technical Assistance Partners (NTTAP) Non-Competing Continuation (NCC) Progress Report requires submission of the FY 2021 Project Work Plan (PWP) form within EHBs. You must complete the FY 2020 Progress Update in EHBs **before** working on the FY 2021 PWP.

The PWP is prepopulated with information from your FY 2020 Progress Update. Prepopulated information is provided for reference to facilitate updating or adding activities to highlight those planned for the FY 2021 budget period (July 1, 2021 through June 30, 2022). Required editable fields in the PWP form are denoted with an asterisk (*).

If you plan to discontinue a FY 2020 activity, either delete the activity or update the corresponding fields with replacement activity information. When completing the required editable fields, you should ensure that activities will facilitate progress toward achieving the NTTAP Objective Targets by the end of the three-year period of performance (June 30, 2023).

Appendix B of the NTTAP NCC Progress Report Instructions, available on the [NTTAP TA webpage](#), provides further guidance on how to complete the required fields. **You must complete the FY 2021 PWP entirely in EHBs.** Do not upload the PWP as an attachment.

Sample Project Work Plan

Use this sample Project Work Plan for reference only.

NTTAP Type Selected - Special Population: Migratory and Seasonal Agricultural Workers
Objective: Diabetes Control
Objective Description: Reduce the percentage of patients 18-75 years of age with diabetes who had hemoglobin A1c greater than 9.0 percent during the measurement period.
Baseline Data Source: According to 2019 HRSA UDS, 32.83% of Health Center patients with a diabetes diagnosis had an A1c greater than 9.0 percent.
Baseline Numerator/Number: 783,354
Baseline Denominator: 2,385,969
Baseline Percentage: 32.8%
*Current Numerator/Number: 800,324
*Current Denominator: 2,454,801
Current Percentage: 32.6% (auto calculates after current values are provided)
Objective Target: 30.8%
Progress Toward Objective Target Percentage: 10% (auto calculates after current values are provided)

NTTAP Type Selected - Special Population: Migratory and Seasonal Agricultural Workers
Objective Impact Narrative: Decrease the number of health center patients with A1C greater than 9 by providing diabetes-focused T/TA to health centers serving special and vulnerable populations with diabetes. The T/TA will be informed by HRSA's Diabetes Continuum of Care, American Diabetes Association guidelines, NACHC's Clinical Change Package, and participant feedback from all Diabetes Task Force members' previous activities. In addition, we will continue to build and work through our partnership with other NTTAP partners, PCAs, and national HCCNs, to support achieving this objective.
Formal Training and Technical (T/TA) Session Target National Audience: 9
Formal Training and Technical (T/TA) Session Target Learning Collaborative Audience: 12
Participation Target: 405
Participant Satisfaction Target: 3.50
Participant Behavior Change Target: 3.50
Key Factors
NOTE: Update the Key Factors as needed. Identify a minimum of 2 and a maximum of 5 Key Factors. Include at least one contributing and one restricting factor for each Objective.
* Key Factor Type: Contributing
* Key Factor Description: (prepopulated – edit as needed)
* Key Factor Type: Restricting
* Key Factor Description: (prepopulated – edit as needed)
Activities
NOTE: Identify a minimum of 3 and maximum of 10 activities for each Objective. At least 2 activities must be for the National Audience and 1 activity for the Learning Collaborative Audience.
* Activity Audience: National Audience
* Activity Name: 2021-2022 Diabetes National Learning Series
* Activity Description: In partnership with others, provide a series of 4 national webinars specific to the management of diabetes among special and vulnerable populations. The trainings will provide in-depth knowledge and skills for addressing the unique needs and challenges of diabetes management among people experiencing homelessness, migratory and seasonal agricultural workers, etc. Each partner will be responsible for developing audience-appropriate content, identifying faculty, and highlighting resources for one webinar in the 4-part series. The entire series will be marketed by all partners.
* Person/Group Responsible: Rebecca Geiger
* Target Start Date: 7/1/2021
* Target End Date: 6/30/2022
* Expected Activity Outcome: Four (4) National Audience sessions with a minimum of 30 health center organizational participants for each session.
* Comments: We will provide critical expertise related to diabetes management for Migratory and Seasonal Agricultural Workers in 1 of the 4 national webinars.